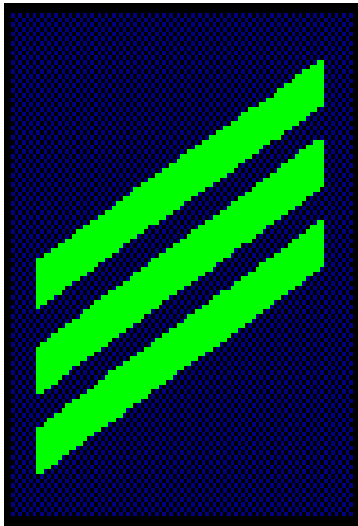


AIRMAN SYLLABUS



Name_____

Rate Desired_____

U.S. Coast Guard ATTC
A600S1 (10/05)

AIRMAN SYLLABUS



Name_____

Rate Desired_____

U.S. Coast Guard ATTC
A600S1 (10/05)

Foreword

Welcome to Coast Guard Aviation! Upon completion of your initial training, you will become a member of the best team in aviation. The goal of this syllabus is to provide you, the trainee, with a proficient, safe and standardized method to prepare for an aviation “A” school. This syllabus shall be completed prior to receiving your Commanding Officer’s recommendation to attend “A” School.

As an Airman, you must possess the skills necessary to complete the tasks required to support aircraft operations at an air station. The training outlined in this syllabus will provide you with those skills.

This course consists of the following pamphlets: *E-4 Aviation Administration*, *Airman Handbook*, and the *Airman Syllabus*. The first two pamphlets will help you in meeting the standards of the Airman Syllabus. You should complete each chapter prior to demonstrating the skills to your instructor for Airman Syllabus sign off.

Each task will be demonstrated or explained by a rated aircraft technician, who is also your instructor, who will help you become proficient, and who is confident in the performance of the task. Your instructor will sign off each task and make comments in the comment section when you reach the indicated performance level.

Continued next page

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Continued next page

Foreword (Continued)

The Flight Physical, ALDIST 059/98, authorizes the individual to apply for an aviation class “A” school without having to submit an aircrewman candidate physical with the training request for “A” school, irrespective of unit type or location. However, physicals are still required in order to receive orders, and orders will not be issued as long as a flag exists. A “NO-PHY” flag indicates that an aircrewman’s physical has not been received at Headquarters. An “INCPHY” flag indicates that the physical has been received at headquarters, but not yet approved by CGPC-ADM-1. Once approved, CGPC-ADM-1 will return the physical to EPM-2, where the flag is then removed and the member is considered physically qualified for assignment to school. CGPC-EPM-2 will forward the original approved physical to the medical clinic at Support Center Elizabeth City where the physical will be kept until the member receives orders to aviation “A” school.

The USCG Aircrew Swim Test, (IAW COMDTINST 3710.1 (series) Air Operations Manual), shall be administered to all Airmen within the first two weeks of entering the Airman Program. This will allow sufficient time for remedial training for those members unable to pass the initial swim test. All Airmen are required to complete the swim test prior to the “A” School class convening date. Document completion of this requirement utilizing the Swim Test Completion Form (accessible on the ATTC intranet website) **and ensure a copy is placed in the member’s PDR.** Failure to complete this swim test will be grounds for removal from the Airman Program.

Continued next page

Foreword (Continued)

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Continued next page

Foreword (Continued)

You must also complete the ATTC Math Pre-Test (which is a computer-based, math refresher course) located at:

<http://www.uscg.mil/hq/attc/index.htm>

or

<http://cgweb.arsc.uscg.mil/attc/>

The importance of basic math cannot be overemphasized; “A” school students must be comfortable with basic math operations. If you need additional math training after completing the Math Pre-Test, you may order a Basic Math correspondence course (BAMATH, course code edition 0485-1) that is maintained by the Coast Guard Institute.

The E-PME is required to be completed before a member can be promoted to E-3 or E-4. Members shall complete their E-PME/AQE prior to reporting for “A” school. To ensure completion and receipt of test results, Airmen must make all arrangements necessary with their units Educational Service Officer (ESO) as soon as possible after arriving at their Air Station.

The Leading Chief Petty Officer at your unit will review your progress in the syllabus in a monthly review meeting and ensure the E-PME/AQE completion letter is placed in your PDR.

Foreword (Continued)

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Performance Levels:

- [D] Demonstrated**
Demonstrated by the technician/instructor. Used to introduce a new task to the student.
- [P] Practiced**
The student is pre-briefed and practices the task.
- [I] Intermediate**
The student demonstrated a thorough understanding of the task.
The task is performed without any CRITICAL errors. The student required only minor guidance from the instructor.
- [S] Standard**
The student performed the task properly, accurately, and safely.
The student displayed proficiency without further instruction.

Terms:

Critical Error:

Any error that could jeopardize the successful completion of the task.

Minor Error:

Any error that detracts from the task, but does not jeopardize the completion of the task.

Task:

The activity to be performed.

Performance Levels:

- [D] Demonstrated**
Demonstrated by the technician/instructor. Used to introduce a new task to the student.
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Task Sign off

After performing each task to the required performance level, your instructor will initial and date that task in your syllabus. Your instructor will also sign off at the end of each section, and write appropriate comments in the Comments section on the Instructor Sign Off page.

Guidelines for Making Comments

The comments section is used to record an accurate, fair, and complete summary of each training session. The comments should provide sufficient detail to be useful to the student and other instructors. (Comments such as “Good Job” provide insufficient feedback for the trainee to build on). Some areas that should be addressed are as follow:

- Task performance
- Critical errors
- Minor errors
- Procedural knowledge
- Judgement
- Attitude, professionalism, and motivation
- Recommendations to the student
- Recommendations for additional training

Tasking Airmen during the Airman Program:

Airmen are training to become Third Class Petty Officers. Therefore they should be given every opportunity to perform the same tasks that a PO3 would normally perform on a daily basis. **A significant difference between an Airman and a PO3 is that Airman must be under direct supervision at all times.**

All Airmen shall be rotated through the various shops and work shifts to familiarize them with the different aspects of the maintenance program, regardless of which rating they are training for.

Supervisors should strive to give an Airman every opportunity to become comfortable working on and around aircraft. (Example: Little, if any, time is spent at ATTC moving aircraft. The only time an Airman will participate in aircraft towing operations is during his/her time at an Air Station). It is strongly encouraged that Airmen assist their mentors in all aspects of aircraft maintenance to enable them to become comfortable using maintenance procedure cards and tools, but again, only under direct supervision.

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Requirements for AST candidates

In addition to the other requirements of this syllabus, you must also complete the page labeled AST.

Many students are unable to complete AST “A” school because they lack the mental or physical stamina needed to meet the challenging regiment. Some candidates may have preexisting medical problems that they have not fully realized until they routinely and consistently perform demanding physical training. Therefore, it is extremely important that you continually, realistically and honestly evaluate your overall health, level of fitness and degree of confidence. Consult with your supervisor about your concerns in any of these areas. Failing to complete AST “A” school can set your aviation career back more than a year.

Supervisors of AST Candidates

We are confident that your thorough screening of AST candidates will ensure that only qualified candidates are assigned one of the *few* seats available at AST “A” school each year. While it is imperative that you provide AST candidates with a challenging fitness program, it is equally important that you employ a certain level of discretion to ensure that the local fitness program does not cause injury. It is essential that any emergent or chronic health problems discovered while in the Airman Program are treated, evaluated and documented by the appropriate medical authority.

AST candidates **shall** perform the Physical Fitness & Swimming Prerequisite Screen Exam at least 3-times per week, following the stretch and exercise descriptions outlined in COMDTINST M3710.4 (series). AST candidates must be able to complete, and **comfortably** pass the Physical Fitness & Swimming Prerequisite Screen Exam every-other day (i.e., Monday, Wednesday and Friday) no later than 30-days prior to reporting to AST “A” school. This level of physical fitness must be maintained up to the “A” school reporting date.

Supervisors of AST candidates will maintain a physical training record for each candidate (Annex I of M3710.4 series).

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Supervisors of AST candidates will maintain a physical training record for each candidate (Annex I of M3710.4 series).

Administrative Duty	Level	Initial	Date
1. Install changes to aeronautical publications.			
A. Air Force T.O.s	[S]	_____	_____
B. NAVAIR (Navy)	[S]	_____	_____
C. Coast Guard T.O.s	[S]	_____	_____
D. ACMS MPCs	[S]	_____	_____
2. Research an aircraft part using:			
A. Part catalogs	[S]	_____	_____
B. Aircraft I.P.B.	[S]	_____	_____
C. Allowance List	[S]	_____	_____
D. AMMIS	[S]	_____	_____
E. Supply forms	[S]	_____	_____
F. Fed Log	[S]	_____	_____
3. Document failed or unsatisfactory aeronautical material using the Unsatisfactory Report of Aeronautical Equipment form (CG-4010).	[S]	_____	_____
4. Document preflight, thruflight, postflight inspections, and aircraft servicing using a simulation of the Aircraft Flight Record form (CG-4377) Part I.	[S]	_____	_____
5. Document corrective action taken for flight-generated discrepancies using a simulation of the Aircraft Flight Record form (CG-4377) Part III.	[S]	_____	_____
6. Document non-flight generated discrepancies, both grounding and non-grounding, using a simulation of the No-Fly form (CG-4377B).	[S]	_____	_____

Name _____

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5. Document corrective action taken for flight-generated discrepancies using a simulation of the Aircraft Flight Record form (CG-4377) Part III.	[S]	_____	_____
6. Document non-flight generated discrepancies, both grounding and non-grounding, using a simulation of the No-Fly form (CG-4377B).	[S]	_____	_____

Name _____

Administrative Duty	Level	Initial	Date
7. Document required aircraft functional checks using a simulation of the Flight Safety Maintenance document (CG-4377A).	[S]	_____	_____
8. Document delayed corrective maintenance action of aircraft discrepancies using a simulation of the Carry Forward Discrepancies Form (CG-5181).	[S]	_____	_____
9. Document all the applicable items above using Electronic Aircraft Logbook (EAL) process.	[S]	_____	_____
10. Document completed scheduled and unscheduled maintenance tasks using a simulation of the applicable ACMS maintenance procedure card.	[S]	_____	_____
11. Document Ready-For-Issue (RFI) component status using a simulation of the Serviceable Tag-Material (DD-1574).	[S]	_____	_____
12. Document a Not-Ready-For-Issue (NON-RFI) component's status using a simulation of the Unserviceable (Reparable) Tag-Material (DD 1577-2).	[S]	_____	_____
13. Document a Not-Ready-For-Issue (NON-RFI) component that requires an Unsatisfactory Report (UR) using a simulation of the Unsatisfactory Report Tag (CG-1577A).	[S]	_____	_____

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Name _____

Instructor Sign Off

Each instructor **will** sign this page after signing off training in the Administrative Duty section of this syllabus. Please make comments below the signature.

Print name: _____
Sign name: _____ **Date:** _____
Comments: _____

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Name _____

Aircraft Maintenance	Level	Initial	Date
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Air Station Indoctrination

In order to ensure your safety in the workplace, this section must be completed before you set out to complete the Airman Syllabus. Review the necessary Station Instructions and discuss the following steps with your Mentor. When you have grasped the information you should be able to:

Explain the proper course of action for:

- | | | | |
|------------------------------|-----|-------|-------|
| ▪ Hangar fire | [S] | _____ | _____ |
| ▪ Deluge alarm | [S] | _____ | _____ |
| ▪ Fuel spill | [S] | _____ | _____ |
| ▪ Overhead hoist malfunction | [S] | _____ | _____ |
| ▪ Personal injury reporting | [S] | _____ | _____ |
| ▪ Heavy weather bill | [S] | _____ | _____ |

Locate and explain:

- | | | | |
|--|-----|-------|-------|
| ▪ Hangar and shop
First Aid kits | [S] | _____ | _____ |
| ▪ Fire extinguishers | [S] | _____ | _____ |
| ▪ Fire alarms | [S] | _____ | _____ |
| ▪ Emergency shut-off's for
hangar utilities | [S] | _____ | _____ |
| ▪ Absorbent material for small
and large spills | [S] | _____ | _____ |
| ▪ Eye wash stations | [S] | _____ | _____ |

Aircraft Maintenance	Level	Initial	Date
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and large spills | [S] | _____ | _____ |
| ▪ Eye wash stations | [S] | _____ | _____ |

Aircraft Maintenance	Level	Initial	Date
1. Locate and use torque values for fitting, nuts, bolts, and locking devices.	[S]	_____	_____
2. Identify and Demonstrate the proper use of the following:	[S]	_____	_____
A. Hammers	[S]	_____	_____
B. Screwdrivers	[S]	_____	_____
C. Pliers	[S]	_____	_____
D. Punches	[S]	_____	_____
E. Wrenches	[S]	_____	_____
F. Torque Wrenches	[S]	_____	_____
G. Sockets	[S]	_____	_____
H. Chisels	[S]	_____	_____
I. Files	[S]	_____	_____
J. Safety Glasses	[S]	_____	_____

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Comments: _____

Name _____

General Aviation	Level	Initial	Date
The Ground Support Equipment Process Guide (CGTO PG-85-00-150) is located at: http://cgweb.arsc.uscg.mil/manuals/CGTO/PG8500150/PG8500150.pdf			
1. Inspect unit specific ground support equipment.	[S]	_____	_____
2. Service unit specific ground support equipment.	[S]	_____	_____
3. Operate unit specific ground support equipment.	[S]	_____	_____
4. Perform as a member of an aircraft ground handling team in the following capacities:	[S]	_____	_____
A. Wing Walker			
B. Brake Monitor			
C. Tow Tractor Driver			
5. Direct taxiing aircraft, using standard day and night taxi signals.	[S]	_____	_____
6. Collect aircraft fuel samples.	[S]	_____	_____
7. Perform aircraft fueling.	[S]	_____	_____
8. Wash aircraft.	[S]	_____	_____
9. Apply corrosion preventative, preservation coating, and water displacement compounds.	[S]	_____	_____
10. Perform a visual corrosion inspection IAW ACMS	[S]	_____	_____

Name _____

General Aviation	Level	Initial	Date
The Ground Support Equipment Process Guide (CGTO PG-85-00-150) is located at: http://cgweb.arsc.uscg.mil/manuals/CGTO/PG8500150/PG8500150.pdf			
1. Inspect unit specific ground support equipment.	[S]	_____	_____
2. Service unit specific ground support equipment.	[S]	_____	_____
3. Operate unit specific ground support equipment.	[S]	_____	_____
4. Perform as a member of an aircraft ground handling team in the following capacities:	[S]	_____	_____
A. Wing Walker			
B. Brake Monitor			
C. Tow Tractor Driver			
5. Direct taxiing, aircraft using standard day and night taxi signals.	[S]	_____	_____
6. Collect aircraft fuel samples.	[S]	_____	_____
7. Perform aircraft fueling.	[S]	_____	_____
8. Wash aircraft.	[S]	_____	_____
9. Apply corrosion preventative, preservation coating, and water displacement compounds.	[S]	_____	_____
10. Perform a visual corrosion inspection IAW ACMS	[S]	_____	_____

Name _____

General Aviation	Level	Initial	Date
11. Stand fireguard during aircraft engine start.	[S]	_____	_____
12. Perform as a member of an aircraft jacking team.	[S]	_____	_____
13. Tie down and secure fixed and/or rotary wing aircraft.	[S]	_____	_____
14. Identify unit-specific hazardous materials and their characteristics using the Material Safety Data Sheets (MSDS).	[S]	_____	_____
15. Review aircraft Authorized Chemicals List.	[S]	_____	_____
16. Review the Air Ops Manual section on Aircrew mental and physical conditioning and discuss with your Instructor how these items may affect your career.	[S]	_____	_____
17. Fly in a Coast Guard aircraft and receive a basic familiarization in aircraft flight controls, instrumentation and scanning techniques.	[S]	_____	_____
18. Observe the different aircrew positions as they perform their duties.	[S]	_____	_____

Name _____

General Aviation	Level	Initial	Date
11. Stand fireguard during aircraft engine start.	[S]	_____	_____
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Name _____

Instructor Sign off

Each instructor **will** sign this page after signing off training in the General Aviation section of this syllabus. Please make comments below the signature.

Print name: _____
Sign name: _____ Date: _____
Comments: _____

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Name _____

AMT

Complete the following tasks if you are an Aviation Maintenance Technician (AMT) candidate.

	Level	Initial	Date
1. Disassemble, Inspect and Build-up an aircraft tire and wheel assemblies IAW ACMS.	[S]	_____	_____

Note for Instructors

The intent of this section is to familiarize Airmen with the Metal Shop and get them comfortable using the equipment before they attend AMT "A" School. The Airmen shouldn't be expected to produce "QA Ready" projects at this time in their training. Sufficient grading will occur at ATTC.

2. Obtain a safety brief on the tools and equipment used in the Metal Shop. After your Instructor demonstrates their proper usage and after sufficient opportunity to practice, show that you can comfortably use:	[S]	_____	_____
a. Compressed air			
b. Compressed gas cylinders			
c. Bearing press			
d. Measuring equipment			
e. Disc sander			
f. Drill press			
g. Drill motors (demonstrate their usage for rivet installation and stop drilling)			
h. Countersinks			
i. Pneumatic rivet gun			
j. Proper hardware selection (familiarization)			

Recommended, but not required:

3. Assist in a composite repair.	[S]	_____	_____
4. Assist in the application of aircraft paints.	[S]	_____	_____
5. Assist in electrical troubleshooting.	[S]	_____	_____
6. Learn basic usage of a multi-meter.	[S]	_____	_____

AMT

Complete the following tasks if you are an Aviation Maintenance Technician (AMT) candidate.

	Level	Initial	Date
1. Disassemble, Inspect and Build-up an aircraft tire and wheel assemblies IAW ACMS.	[S]	_____	_____

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6. Learn basic usage of a multi-meter.	[S]	_____	_____

AET

Complete the following tasks if you are an Avionics Technician (AET) candidate.

- | | Level | Initial | Date |
|---|--------------|----------------|-------------|
| 1. Disassemble, Inspect and build-up aircraft batteries IAW ACMS. | [S] | _____ | _____ |

Name_____

AET

Complete the following tasks if you are an Avionics Technician (AET) candidate.

- | | Level | Initial | Date |
|---|--------------|----------------|-------------|
| 1. Disassemble, Inspect and build-up aircraft batteries IAW ACMS. | [S] | _____ | _____ |

Name_____

AST

Complete the following tasks if you are an Aviation Survival Technician (AST) candidate.

	Level	Initial	Date
1. Inspect and repair rescue swimmer mask, snorkel and fins.	[I]	_____	_____
2. Demonstrate the use of the rescue swimmer mask, snorkel and fins in a swimming pool environment.	[I]	_____	_____
3. Perform the following within 60-minutes. This includes rests and changing clothes between exercises.	[S]	_____	_____
A. Two minute push-ups	42 ea.		
B. Two minute sit-ups	50 ea.		
C. Pull-ups	05 ea.		
D. Chin-ups	05 ea.		
E. 25-meter underwater swim	04 ea. w/ 90-sec. rest intervals		
F. 1.5-mile run	12 min.		
G. 500-yard swim	12 min.		
4. Inspect and service an MJ rescue basket in accordance with MPC 256022.	[S]	_____	_____
5. Inspect and service a folding litter in accordance with MPC 256028.	[S]	_____	_____
6. Inspect and service a rescue survival strop in accordance with MPC 256006.	[S]	_____	_____
7. Demonstrate the use of the following pyrotechnics:			
a. MK-124 marine smoke illumination signal	[S]	_____	_____
b. MK-79 illumination signal	[S]	_____	_____

Name _____

AST

Complete the following tasks if you are an Aviation Survival Technician (AST) candidate.

	Level	Initial	Date
1. Inspect and repair rescue swimmer mask, snorkel and fins.	[I]	_____	_____
4. Demonstrate the use of the rescue swimmer mask, snorkel and fins in a swimming pool environment.	[I]	_____	_____
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7. Demonstrate the use of the following pyrotechnics:			
a. MK-124 marine smoke illumination signal	[S]	_____	_____
b. MK-79 illumination signal	[S]	_____	_____

Name _____

Instructor Sign Off

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Name _____

Miscellaneous Administrative Remarks

The following sheets on Miscellaneous Administrative Remarks are to be used by the LCPO to record behavior that does not require a Page 7, NJP, or awards. The sheets are also useful for monitoring and reporting student recommendations to the commanding officer for “A” schools.

Name_____

Miscellaneous Administrative Remarks

The following sheets on Miscellaneous Administrative Remarks are to be used by the LCPO to record behavior that does not require a Page 7, NJP, or awards. The sheets are also useful for monitoring and reporting student recommendations to the commanding officer for “A” schools.

Name_____

Miscellaneous Administrative Remarks

Situation:

Cause:

Action taken:

Results:

Comments:

Preparer's Signature: _____ Date _____

I have read and understand the above comments.

Airman's Signature: _____ Date _____

Miscellaneous Administrative Remarks

Situation:

Cause:

Action taken:

Results:

Comments:

Preparer's Signature: _____ Date _____

I have read and understand the above comments.

Airman's Signature: _____ Date _____

Miscellaneous Administrative Remarks

Situation:

Cause:

Action taken:

Results:

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Miscellaneous Administrative Remarks

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Situation:

Cause:

Action taken:

Results:

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Airman's Signature: _____ Date: _____

Miscellaneous Administrative Remarks

Situation:

Cause:

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Results:

Comments:

Preparer's Signature: _____ Date _____

I have read and understand the above comments.

Airman's Signature: _____ Date: _____

LCPO First Monthly Sign Off

To ensure that the airman is making progress, the Leading Chief Petty Officer will review this Airman's Syllabus with the airman. This will be done at the 1-, 2-, and 3-month points in the airman program.

NOTE

Ensure that the Airman has enrolled in the Airman Course.

Comments:

1-Month LCPO sign _____ Date: _____

LCPO First Monthly Sign Off

To ensure that the airman is making progress, the Leading Chief Petty Officer will review this Airman's Syllabus with the airman. This will be done at the 1-, 2-, and 3-month points in the airman program.

NOTE

Ensure that the Airman has enrolled in the Airman Course.

Comments:

1-Month LCPO sign _____ Date: _____

LCPO Second Monthly Sign Off

Comments:

2-Month LCPO sign off: _____ Date: _____

LCPO Second Monthly Sign Off

Comments:

2-Month LCPO sign off: _____ Date: _____

LCPO Third Monthly Sign Off/Recommendation

Note:

Review Admin and Airman Check List at this point to allow for time to clear up any matter that may delay member's departure to "A" School.

Comments:

3-Month LCPO sign off: _____ Date: _____

*Ensure member has completed E-EPME/AQE. (See page 3)

*LCPO sign _____ Date: _____

LCPO Third Monthly Sign Off/Recommendation

Note:

Review Admin and Airman Check List at this point to allow for time to clear up any matter that may delay member's departure to "A" School.

Comments:

3-Month LCPO sign off: _____ Date: _____

*Ensure member has completed E-EPME/AQE (See page 3)

*LCPO sign _____ Date: _____

Final Approval

The following items must be signed-off before the airman will be accepted to “A” school.

- ATTC Website Mathematics Training Unit.

DATE COMPLETED _____ LCPO INIT. _____

- E-PME/AQE completed (see page 3).

DATE COMPLETED _____ LCPO INIT. _____

- The Swim Test has been successfully completed and form placed in mbrs PDR (see swim test paragraph in forward on page 2).

DATE COMPLETED _____ LCPO INIT. _____

- The Airman has participated in at least one familiarization flight. The second flight is optional at multiple-aircraft units.

DATE _____ FLIGHT TIME _____ A/C _____

DATE _____ FLIGHT TIME _____ A/C _____

Recommended for “A” School

This syllabus has been completed and this airman is recommended to proceed to “A” school.

LCPO Approval _____ Date: _____

CO’s Approval _____ Date: _____

Commanding Officers may supplement this syllabus based on local mission requirements and operational limitations. Direct questions or comments regarding the content of this syllabus or an Airman’s potential to complete “A” School to the applicable Rating Force Master Chief

Final Approval

The following items must be signed-off before the airman will be accepted to “A” school.

- ATTC Website Mathematics Training Unit.

DATE COMPLETED _____ LCPO INIT. _____

- E-PME/AQE completed (see page 3).

DATE COMPLETED _____ LCPO INIT. _____

- The Swim Test has been successfully completed and form placed in mbrs PDR (see swim test paragraph in forward on page 2).

DATE COMPLETED _____ LCPO INIT. _____

- The Airman has participated in at least one familiarization flight. The second flight is optional at multiple-aircraft units.

DATE _____ FLIGHT TIME _____ A/C _____

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Recommended for “A” School

This syllabus has been completed and this airman is recommended to proceed to “A” school.

LCPO Approval _____ Date: _____

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